

DATA COLLECTOR in Assessor's Office

The City of Rome, Office of the Assessor, is looking for persons interested in a Data Collector

position – full time – Grade 103 CSEA – Salary range: \$30,441.00 to \$33,695.00 per year – this position requires

Civil Service testing –(see job description below). The applicant must meet the minimum qualifications.

Please show all related experience.

DATA COLLECTOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the collection and recording of data which forms the basis for the determination of assessments of real property. The work is performed under the direct supervision of the Assessor. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Locates property based on information from deeds and tax maps;
- Operates computer, calculator, copier, FAX machine and other standard office machinery;
- Collects, verifies or corrects information on residential, farm, commercial, industrial and vacant land in accordance with the procedures and definitions contained in the data collection manual;
- Makes field inspections and lists physical characteristics of lands, buildings and improvements of real property, including observations on physical conditions, both interior and exterior, quality of kitchens and bathrooms, observations on land types, size, soil conditions and utility;
- Takes measurements and records information with respect to foundations, basement areas, walls, floors, roofing, interior finishing, heating, lighting and other related matters;
- Records neighborhood characteristics and conditions and special information pertinent to the specific property;
- Photographs improvements and parcels for identification;
- Draws scale plot plans;
- Calculates value of improvements using NYS Manual and valuation guides;
- Updates data on all parcels currently on file;
- Maintains a variety of records and reports;
- Answers questions received from the public by telephone and in person;
- Perform various clerical and field duties relating to property assessments.

FULLPERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of the laws, rules and regulations governing the evaluation of property for assessment purposes;
- Working knowledge of office terminology, procedures and equipment;

- Working knowledge to operate computers and basic knowledge of computer software;
- Working knowledge of business and arithmetic and English;
- Ability to inspect and collect information on real property;
- Ability to read deeds and maps for locating property;
- Ability to accurately measure buildings and calculate square footage;
- Ability to accurately make arithmetic computations involving fractions, decimals, algebra and geometry;
- Ability to operate a camera;
- Ability to prepare and maintain records and reports;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma; AND

- a. One (1) year experience in real estate, property valuation, construction cost estimating or similar field; OR
- b. An equivalent combination of training and experience as defined by the limits of (a) above.

SPECIAL REQUIREMENT: Appointees will be required to possess a valid New York State Motor Vehicle Driver's License (or otherwise demonstrate their ability to meet the transportation needs of the job)

Please submit resume to:

Administrative Services, Rome City Hall, 198 N. Washington Street,
Rome, NY 13440 OR

Email resume to: dandrews@romecitygov.com

Questions, please contact Dawn Andrews at 315-339-7609.